

**City of Hermosa Beach**

1315 Valley Drive, Hermosa Beach, CA 90254

310.318-0203 - Fax 310.372-6186

Email: recordsrequest@hermosabch.org

PRE-19-00084

Received By: Tanisha H.
 Referred To: _____
 Date Referred: 8/01/19

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Samantha Lemessy		Email: slemessy@smartprocure.cpm
Address: 700 W. Hillsboro Blvd. Suite 4-100		Phone: 954-420-9900 EXT 555
City: Deerfield Beach		Fax:

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

Please see page 2

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.


 Signature

08/01/2019

Date

For Departmental Use Only:**Action Requested:**

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason _____

By _____ Date _____

☐ Non-Existent Document
☐ Other (Please Explain) _____

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____

Tanesha Hudson

From: Samantha Lemessy <slemessy@smartprocure.com>
Sent: Thursday, August 1, 2019 8:27 AM
To: Records Request
Subject: SmartProcure Public Records Request City of Hermosa Beach For PO/Vendor Information
Attachments: City of Hermosa Beach Completed Form 1.pdf

Good morning,

SmartProcure is submitting a public records request to the City of Hermosa Beach for any and all purchasing records from 12/31/2018 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.com/?st=CA&org=CityOfHermosaBeach>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Should you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,
Samantha Lemessy
Data Acquisition Specialist
SmartProcure
Direct: 954-420-9900 ext: 555
Email: slemessy@smartprocure.com

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